



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

June 25, 2008

Mr. Robert Brendle, Director of Manufacturing  
Ceilings Plus, A Joint Venture  
6711 East Washington Boulevard  
Los Angeles, CA 90040

Dear Mr. Brendle:

**RE: FINAL MONITORING VISIT REPORT for Ceilings Plus, A Joint Venture – ET07-0145**

<b>Date of the Visit:</b>	06/25/08
<b>Beginning/Ending Time:</b>	9:00 a.m. – 11:30 a.m.
<b>Date of Last Visit:</b>	02/09/07
<b>Visit Location:</b>	Los Angeles
<b>Persons in attendance:</b>	Barbara Firmani, Controller, Ceilings Plus Deniece Palmer, Assistant Controller, Ceilings Plus Elsa Wadzinski, Contract Analyst, Employment Training Panel
<b>Action Required:</b>	No

<b>Term of Agreement:</b>	10/03/06 -10/02/08	<b>Agreement Amount:</b>	\$49,400
<b>Training Start Date:</b>	01/05/07	<b>No. to Retain:</b>	50
<b>Date Training must be Completed:</b>	07/01/08	<b>Range of Hours:</b>	8 – 60
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	38

## **FINAL REPORT SUMMARY:**

The Agreement was executed on February 7, 2007 and training began on January 5, 2007. Your project staff reported that all ETP training was completed on May 19, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – October 2, 2008.

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ETP approved Agreement Amendment No. 1, which was executed on March 30, 2007, changing the term end date from October 2, 2007 to October 2, 2008, extending the Agreement term 12 months.

According to Ms. Palmer, 51 trainees have completed all training and the 90-day retention period. Assuming all other Agreement requirements are met, Ceilings Plus will earn approximately \$38,246 (77%) of the total ETP Agreement amount. Since you have been paid \$5,038.80 to date, you will receive an additional \$33,207.20 in funding if the anticipated number to retain is verified during the final fiscal closeout. The Analyst noted that you have not submitted any invoices for Final Progress Payments. Project staff responded that they are waiting to submit the Final Progress Payment until all trainees in the Agreement have completed the 90-day retention.

Ms. Firmani stated that, although they did not complete 100 percent of the training, Ceilings Plus has been able to provide employees with Continuous Improvement training that has taught employees to be more efficient and effective. The Time Management training was especially effective, as the benefits are obvious as staff has noticed that employees now utilize daily planners to organize and prioritize job duties and project deadlines. Further, the Communication Skills training has helped employees gain skills needed to work together more cohesively in a teamwork environment and enjoy improved camaraderie.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that there were no barriers in implementing the training, just finding the time to provide it. Ms. Firmani expressed that as a small business, although the training is necessary and helpful, the company still needs to consider production goals as priority, and if not for the Amendment to extend the contract by 12 months, Ceilings Plus would not have been able to achieve a 77 percent completion rate.

Project staff reported that ETP's websites are user-friendly, and it was easy to learn the systems and enter data. Ms. Palmer said that the administration of the project was easier to handle with the ETP tracking system and stated that the ETP staff provided good support throughout the Agreement. In closing, Ms. Firmani stated that Ceilings Plus would be interested in returning to ETP for another contract in the future.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	51	<b>Active, Need To Be Dropped:</b>	0
<b>Dropped Following Enrollment:</b>	0	<b>Completed Training:</b>	51
<b>Completed Minimum Hours for reimbursement:</b>	51	<b>Completed Retention:</b>	38

According to project staff your statistics are in agreement with the information outlined on the ETP Class/Lab Tracking System indicating that 51 trainees have completed the minimum number of hours required to complete the training outlined in the Agreement.

**ATTENDANCE ROSTERS:**

The Analyst reviewed attendance records of 27 Job 1 trainees listed on Invoice 1. The review of the Class/Lab Rosters revealed that the Rosters were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan.

Your project staff was advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442]

**AUDIT:**

Ceilings Plus will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at [ewadzinski@etp.ca.gov](mailto:ewadzinski@etp.ca.gov) within ten (10) working days from the receipt of this report.

Sincerely,

**Signature on file**

Dolores Kendrick, Manager  
North Hollywood, Regional Office

**Signature on file**

Elsa Wadzinski, Contract Analyst  
North Hollywood, Regional Office

cc: Contractor's Representatives  
Amber Luiz, Assistant Director (for Small Business Projects only)  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 7/8/08